



City of Eureka, California

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Electrician
Class Code Number	5105

General Statement of Duties

Performs installation and maintenance of all electrical equipment, including buildings and street lights; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to perform installation and maintenance of all electrical equipment, including buildings and street lights. The work is performed under the supervision and direction of an assigned supervisor, but considerable leeway is granted for the exercise of independent judgement and initiative. The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed at a variety of City facilities and work sites with exposure to high voltage areas.

Examples of Essential Work (Illustrative Only)

- Performs repair and maintenance of traffic signals, including checking, wiring, and installing traffic light fixtures;
- Repairs and maintains sewage pump controls, including checking and maintaining operation wires;
- Checks, installs, and repairs wiring to computer hubs, including wiring outlets for computer systems throughout the City;
- Designs electrical lighting and control systems including preparing bid documents;
- Repairs and installs wiring for City phone systems;
- Informs supervisor of code violations or non-conforming conditions which may be hazardous;

- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of information services operations and activities;
- Keeps supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Responds to questions and comments from the public in a courteous and timely manner;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills and Abilities

- Thorough knowledge of National Electrical Code policies and procedures;
- Thorough knowledge of City of Eureka policies, procedures, codes, and ordinances;
- Some knowledge of plumbing and carpentry techniques;
- Ability to efficiently operate all types of equipment employed in all phases or functions of assigned duties;
- Ability to manage multiple projects simultaneously, set goals, and develop an action plan to achieve them;
- Ability to analyze electrical installations and units and determine proper or improper installation according to safety regulations and building code;
- Ability to provide insight and recommendations to supervisor and employees on installation practices and procedures;
- Ability to evaluate new circumstances and apply prior experience and knowledge with good judgement;
- Ability to lead other assigned staff.
- Ability to establish and maintain effective working relationships with supervisor, professionals, employees, and the general public;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations in a logical manner;
- Ability to operate or quickly learn to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Any combination of training and/or experience which is equivalent to:

- High School Diploma or GED; and
- Considerable (four to six years) experience as an electrician.

Required Special Qualifications
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- Certified Electrician.
- Valid Class C California State Driver's License.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to permit the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to permit the employee to read and scan a wide variety of materials in electronic or hard copy form, as well as meters and gauges;
- Sufficient manual dexterity, with or without reasonable accommodation, to permit the employee to operate a vehicle and other related construction equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to permit the employee to maneuver and function in and around open construction sites and enter crawl spaces when necessary.